

How do I drill in & view an individual user's mail or files?

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A situation may arise that requires you to drill in and view an individual's email or files. The following steps show you how to do so:

Viewing a User's Email Messages

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. Search for the user by name in the top toolbar and select the user from the search results.
4. After selecting the user, Basic Settings are displayed. In the top toolbar select the View Mail icon to see the user's mail folders.
5. You can select which mail folder to view in the left panel, search for specific messages in the top toolbar, or select displayed messages from the list to see their contents.
6. When finished, select the X in the top right corner to exit.

Viewing a User's Google Drive or OneDrive Files

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. Search for the user by name in the top toolbar and select the user from the search results.
4. After selecting the user, Basic Settings are displayed. In the top toolbar select the View Locker icon to see the user's files.
5. To view a file, you can mark the checkbox next to a file and select Download to Computer in the More drop-down, located in the top toolbar.
6. To search for a file, enter search criteria in the top toolbar, or select the Advanced Search drop-down for more specific criteria.
7. When finished, select the X in the top right corner to exit.

No labels